

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**



**FESTIVAL LICENSE APPLICATION INSTRUCTIONS**

A Festival License is issued for an event that spans 5-15 days and includes the performance of sports, or a cultural or tourism-related activity. The license temporarily permits the sale, service, and consumption of alcoholic beverages at a specified premise. An organizer could apply for the license every three months. There are two classes of festival licenses:

- Class H: Permits the sale and service of beer and wine.
- Class I: Permits the sale and service of spirits, beer, and wine.

**FEES**

Payment must be made in the form of a cashier's check, certified check, business check, attorney's check, personal check, or money order payable to the D.C. Treasurer, or by credit card (Visa or MasterCard only). Fees are as follows:

- Class H License - \$1,000
- Class I License - \$2,000

**GENERAL APPLICATION REQUIREMENTS**

- The term "applicant" in this application designates the person in whose name the license will be issued if the application is approved. An applicant can designate another individual to pick up the license. In order to allow this, the applicant must submit written authorization to the Alcoholic Beverage Regulation Administration (ABRA).
- An applicant must be at least 21 years of age and provide a valid government issued form of identification.
- The applicant or an approved ABC manager must be present during the event. The Alcoholic Beverage Control Board (Board) reserves the right to require the attendance of additional approved ABC managers. Attach a copy of the approved ABC manager's license.
- File the application in person with the Alcoholic Beverage Regulation Administration (ABRA) by the required deadline:
  - Applications for events being held indoors must be filed at least 7 days prior to the event.
  - Applications for events being held partially or entirely outdoors on private space must be filed at least 14 days prior to the event.
  - Applications for events being held outside on public space or those that require a Special Event License must be filed at least 45 days prior to the event.

**APPLICATION INSTRUCTIONS**

- Answer each question on the application. If a question or portion of a question does not apply, write "not applicable".
- Attach extra documents if necessary. Print your name on the top of each document. Write "see attachment" on the form.
- Applicants must provide a Department of Consumer and Regulatory Affairs (DCRA) **Special Event License** with the application, if the event is a parade, walk, run, bike ride, procession, festival, block party, or any activity utilizing public space under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, not including parks.
- If a Special Event License is required, obtain the signature of a DCRA Special Event Coordinator in section 19 of the application.
- The applicant must sign the certification/affidavit. The signature must be notarized.

**ALCOHOLIC BEVERAGE DELIVERY**

A holder of a Festival License is permitted to receive deliveries from a wholesaler for up to 48 hours prior to an event occurring on a Saturday, Sunday, or a legal District or federal holiday. Otherwise, alcoholic beverages need to be delivered during the event. All applicants must confirm with the chosen District of Columbia retailer/wholesaler that the alcoholic beverages can be delivered during the required time frame. If the retailer/wholesaler is unable to meet these requirements, submit a written request to the Alcoholic Beverage Control Board for an earlier alcoholic beverage delivery date. This request must be submitted to ABRA at least 7 days prior to the initial date of the event and shall indicate the following:

- The alcoholic beverage delivery date being requested (this date must be within 48 hours of the starting time of the date of the event);
- The reason that alcoholic beverage delivery is unavailable on the date(s) of the event; and
- How the alcoholic beverages will be stored in a secure location prior to the date(s) of the event.

Written requests received by ABRA less than 7 days prior to the initial date of the event will not be accepted.

**CLEAN HANDS CERTIFICATION**

Complete the attached Clean Hands Certification form.

**OCCUPANCY**

1. Submit a letter from the true and actual owner or designated agent of the premises where the event is to be held. This applies to indoor and outdoor events. The letter must include the following:

- Authorization for the sale and/or consumption of alcoholic beverages;
  - The time(s), date(s), and location of the event;
  - The name of the authorized individual responsible for the event; and,
  - The requested class of Festival License.
2. Submit a copy of the Certificate of Occupancy from DCRA.
  3. Submit a copy of the Public Hall License from DCRA if one has been issued for the premises. All events at warehouses must have a Public Hall License.

### **SPECIAL EVENT LICENSE**

Apply for a Special Event License from DCRA. A DCRA Special Event Coordinator must sign the application where indicated.

### **POLICE CLEARANCE**

All applicants must obtain a police clearance from the District of Columbia's Metropolitan Police Department located at:

- 300 Indiana Avenue, NW, Washington, DC 20001

Applicants must also submit a police clearance from the local jurisdiction in which they currently reside if it is outside of the District.

### **COURT DISPOSITION**

All persons with a misdemeanor conviction during the last 5 years or a felony conviction during the last 10 years must submit a copy of the court disposition.

### **DIAGRAM**

Submit a diagram indicating all alcoholic beverage dispensing site(s) and the physical boundaries around the service and consumption areas, e.g., fence, chicken wire, stanchions, etc. Alcoholic beverages can only be dispensed in paper or plastic cups. Glassware is not permitted.

### **APPLICABLE OFFICE LOCATIONS**

- Alcoholic Beverage Regulation Administration: 2000 14th Street, NW, Suite 400 South, Washington, DC 20009
- Department of Consumer Regulatory Affairs Business Service Center: 1100 4th Street, SW, Washington, DC 20024
- Office of Tax and Revenue: 1101 4th Street, SW, Suite 270 West, Washington, DC 20024

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
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**FESTIVAL LICENSE APPLICATION**

**OFFICIAL USE ONLY**

License Number:		Date Accepted:			Accepted by:			
Fees Paid: \$	From:	To:	Issue Date:	From:	To:			
Ward/ANC:	License Types: Class H Festival License <input type="checkbox"/> (Beer and Wine) Class I Festival License <input type="checkbox"/> (Spirits, Beer and Wine)				(OFFICIAL USE ONLY) Government Issued Photo ID Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>  Type of Identification _____			
Date Approved by Board:	Initial: →							
/ /								
Date Denied by Board:	Initial: →							
/ /								

**TO BE COMPLETED BY APPLICANT**

1. Applicant's Name (Last, First, Middle Initial):		2. Applicant's Residential Address:	
3. Date of Birth:		4. Place of Birth:	
5. Age:			
6. Home Telephone Number:		7. Business Telephone Number:	
8. Email Address:			
9. Organization Sponsoring Event:		10. Address of Premises:	
11. Date(s) of Event:		12. Portion of Premises to Be Used:	
13. Hours of Event:		14. Hours of Sales and Service of Alcoholic Beverages:	
15. Have you ever: a. Received or applied for an alcoholic beverage license in DC or any state or territory? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Had an alcoholic beverage license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Been convicted of a misdemeanor during the last 5 years or a felony during the last 10 years? (If yes, attach a copy of the court dispositive(s).) <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. If you have answered yes to question 15, please submit a detailed explanation.			
17. Who will manage the event? <input type="checkbox"/> Applicant <input type="checkbox"/> Designee (An ABC Manager's License is required for a designee.)			
18. What is the age group that will be attending the event?			
19. Do you need a Special Event License? <input type="checkbox"/> Yes <input type="checkbox"/> No (Review the general application requirements listed on page 1.) (If yes, obtain an approval signature from a DCRA Special Event Coordinator at 1100 4th Street, SW, 2nd Floor, Washington, DC 20024)			
Special Event Coordinator Signature: _____		Date: _____	
20. How many persons are you expecting to attend?			
21. How will patrons pay to participate?			
<input type="checkbox"/> Tickets <input type="checkbox"/> Cash Bar <input type="checkbox"/> At the door, indicate price \$ _____ <input type="checkbox"/> No Cost			

<b>22. How many security individuals will be hired for the event?</b> (1 security personnel per 50 people in attendance required)	<b>23. What is the name of the security company, if any?</b>
<b>24. Describe the nature of the event and the type of entertainment that will be provided?</b>	
<b>25. What type of food do you plan to serve?</b>	
<b>26. Will your food be catered?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, what is the name of the caterer?)	
<b>27. What arrangements have you made for parking, if any?</b>	
<b>28. List the District of Columbia retailer/wholesaler from whom you plan to purchase the alcoholic beverages:</b>	
<div data-bbox="82 783 1513 1094" data-label="Form"> <p><b>29. CERTIFICATION/AFFIDAVIT</b></p> <p>I, _____, being duly sworn, depose and affirm that I am the individual who executed the foregoing application for an alcoholic beverage license. This license authorizes me to sell alcoholic beverages, in open containers for consumption on the premises, on a temporary basis.</p> <p>Print Name: _____ Signature: _____</p> <p>Subscribed and sworn to before me _____ on this ____ day of _____, 20____. My commission expires: _____</p> <p style="text-align: center;">(Notary Public)</p> </div>	
<b>30. What language do you need vital documents translated?</b>	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATIO**



**CLEAN HANDS CERTIFICATION**

**ALL INDIVIDUALS THAT HAVE AN OWNERSHIP INTEREST MUST COMPLETE THIS FORM.**

**FOR OFFICIAL USE  
ONLY**

**OFFICE OF TAX &  
REVENUE (OTR)**

SIGNATURE

DATE

PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING. A FALSE STATEMENT ON THIS CERTIFICATION REQUIRES THAT THE ADMINISTRATION PROCEED IMMEDIATELY TO REVOKE THE LICENSE OR PERMIT FOR WHICH YOU ARE NOW APPLYING, AND FINE YOU ONE THOUSAND AND NO/100 DOLLARS (\$1,000.00). THIS CERTIFICATION IS REQUIRED BY THE CLEAN HANDS ACT OF 1996; EFFECTIVE MAY 11, 1996, (D.C. LAW 11-118, D.C. OFFICIAL CODE SEC. 47-2861 *et seq.*) BEFORE YOU ARE ELIGIBLE TO RECEIVE A LICENSE OR PERMIT.

I, \_\_\_\_\_, as \_\_\_\_\_,  
(Name – Print or Type) (Applicant's Title)

residing at \_\_\_\_\_, with Social Security number \_\_\_\_\_,  
(Home Address)

certify that as of this date \_\_\_\_\_, I do not owe more than One Hundred and No/100 Dollars (\$100.00) to the District of Columbia Government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administrative Act of 1985, effective March 25, 1986 (D.C. Law 6-100; D.C. Official Code Sec. 8-801 *et seq.*);
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Official Code Sec. 8-901 *et seq.*);
3. Fines, penalties or interest assessed pursuant to the District of Columbia Traffic Adjudication Act of 1978, effective September 12, 1978 (D.C. Law 2-104; D.C. Official Code § 50-2301.01 *et seq.*);
4. Fines, penalties or interest assessed pursuant to the Department of Consumer & Regulatory Affairs Civil Infraction Act of 1985, effective October 5, 1985 (D.C. Law 6-42; D.C. Official Code Sec. 2-1801.01 *et seq.*);
5. Fines, penalties or interest assessed pursuant to the District of Columbia Taxicab Commission Establishment Act of 1985, effective March 25, 1986 (D.C. Law 6-97; D.C. Official Code § 50-301 *et seq.*);
6. Fines, penalties or interest assessed pursuant to the Compulsory/No-Fault Motor Vehicle Insurance Act of 1982, effective September 18, 1982 (D.C. Law 4-155; D.C. Official Code § 31-2401 *et seq.*);
7. Past due taxes;
8. Fines assessed to car dealers pursuant to section 2(i) of the District of Columbia Revenue Act of 1937, approved August 17, 1937 (50 Stat. 680; D.C. Official Code § 50-1501.02(i));
9. Parking fines or penalties assessed by other jurisdictions, provided, that a reciprocity agreement is in effect between the jurisdiction and the District;
10. Past due District of Columbia Water and Sewer Authority Service charges or fees; or
11. Vehicle conveyance fees, as that term is defined in § 50- 2302.01(i).

I understand that if I knowingly falsify this Certification, the Administration will move to revoke the license or permit for which I am applying, and fine me One Thousand and No/100 Dollars (\$1,000.00). I further understand that the Administration may conduct an investigation to ascertain the veracity of this Certification. I understand that this Certification is required as documentation to accompany my application for a license or permit, and that by completing this Certification, I am not guaranteed that my license or permit will be approved.

Signature

Print Name/Title

ABC Application Number

ABC License Number